



REQUEST FOR QUOTATION

QUOTATIONS WILL BE RECEIVED UNTIL 5:00 P.M. M.S.T.
ON JUNE 11, 2004

DATE PUBLISHED JUNE 1, 2004 RFQ R9-4-043

ARIZONA DEPARTMENT OF
PUBLIC SAFETY
2102 W. ENCANTO BLVD.
P O BOX 6638 MAIL DROP 1330
PHOENIX ARIZONA 85005-6638
PHONE (602) 223-2452
FAX (602) 223-2944

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VENDOR QUOTATION

Read the terms and conditions attached before preparing your quotation. Vendor should quote his best price, FOB destination, including all delivery charges, but excluding applicable taxes. Delivery schedule and discount for early payment should be indicated in the spaces provided below. Return your quotation promptly to Finance at the above address, referencing the RFQ number on your return envelope, or fax to (602)-223-2944.

THIS IS NOT A PURCHASE ORDER.

DELIVERY POINT:

PROCUREMENT SPECIALIST:

CAROL WILSON

ITEM QUANTITY UNIT

DESCRIPTION

1			<p>The Arizona Department of Public Safety is requesting your quote to provide:</p> <p>Elevator Maintenance Services</p>		
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THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name Address City State Zip Telephone No.

Fax No.

Delivery is promised within _____ calendar days after receipt of an order. If payment is made within _____ days after receipt of goods or services, the buyer is entitled to a discount of _____ % on the above listed price(s).

Signature

Date

Typed Name and Title



DPS PURCHASING
TERMS AND CONDITIONS FOR RFQ'S

RFQ #R9-4-043

602 223 2944 P.02
 Arizona Department of Transportation
 2102 W. Encanto Blvd.
 P. O. Box 6638 Mail Drop 1330
 Phoenix, AZ 85005-6638
 Phone: (602) 223-2452
 Fax: (602) 223-2944
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The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference.

1. Quotations, in order to receive consideration, must be on page one, signed and received in DPS Finance no later than the time and business date specified on the Request for Quotation.
2. These are informal quotations and are not read at a public opening, but information may be obtained at any time after they have been tabulated, evaluated and awarded.
3. Unless otherwise specifically provided in this Request for Quotation, all equipment, materials, parts and other components incorporated in the work or end item covered by this contract shall be completely new, of the latest model and of the most suitable grade for the purpose intended. Any and all work under this contract shall be performed in a skilled and workmanlike manner.
4. In case of error in the extension of prices in the Quotation, the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date for receiving Quotations. Negligence on the part of the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
5. Unless the Vendor states otherwise, the Buyer reserves the right to award by individual line item, by groups of line items, or as a total, whichever is deemed most advantageous to the State.
6. The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be furnished upon request. Sales tax, if any, should be indicated as a separate item.
7. A separate invoice shall be issued for each shipment and no payment will be made prior to receipt of goods or services and correct invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes.
8. Payment discount periods will be computed from the date of receipt of goods/services or correct invoice, whichever is later, to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on the full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
9. Periods of time, stated as a number of days, shall be calendar days.
10. Samples requested must be furnished free of any expense and, if not destroyed or required as a future quality standard on award items, will upon request, be returned at the Vendor's expense.
11. Vendor agrees to indemnify, defend, and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Request for Quotation. Vendor will indemnify Buyer against all claims for damages to persons or property resulting from defects in materials or workmanship.
12. The right is reserved to reject any, or all, bids, combinations of items, or lot, and to waive informalities not inconsistent with law.
13. Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
14. Erasures, interlineations or other changes must be initialed by the person(s) signing the Request for Quotation.
15. This Request for Quotation and any resulting contract shall be governed by the Uniform Commercial Code, as adopted in the State of Arizona and the Arizona Procurement Code and shall be governed by the law of the State of Arizona. Suits pertaining to this Quotation may be brought only in the courts of the State of Arizona.
16. Any contract resulting from this Request for Quotation is subjected to cancellation by the Governor for conflict of interest pursuant to A.R.S. 38-511, the provisions of which are incorporated herein.

MAY-31-2004 12:55



DPS PURCHASING
SPECIAL INSTRUCTIONS TO OFFERORS

RFQ #R9-4-043

602 223 2944 P.03
Arizona Department of Public Safety
2102 W. Encanto Blvd.
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1. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the solicitation.



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The following special terms and conditions are an explicit part of the solicitation and any resultant contract.

1. **Evaluation:** In accordance with the Arizona Procurement Code §41-2535, awards shall be made to the responsible bidder submitting the quotation which is most advantageous to the state and conforms to the solicitation.
2. **Term of the Contract:** The term of any resultant contract shall commence on the award date and shall continue for a period of one (1) year thereafter unless terminated, canceled or extended as otherwise provided herein.
3. **Contract Renewal:** The contract shall not bind nor purport to bind the state for any contractual commitment in excess of the original contract period. The Arizona Department of Public Safety reserves the right, upon mutual agreement between the Arizona Department of Public Safety and the successful offeror, to renew the contract for supplemental periods of up to twenty-four (24) months or a portion thereof. If such rights are exercised, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period unless otherwise stipulated.
4. **Price Adjustment:** The Arizona Department of Public Safety may review a fully documented request for a price increase only after the contract has been in effect for one (1) year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The Arizona Department of Public Safety shall determine whether the requested price increase or an alternate option is in the best interest of the state. The price increase adjustment, if approved, will be effective upon the effective date of the contract extension. Price reductions will become effective upon acceptance by the state.
5. **Payment for Services:** Payment for services rendered under this contract shall be paid in arrears. Contractor shall submit an invoice, no later than the tenth day of each month, to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638. The invoice must contain contractor's company name, current Arizona Department of Public Safety purchase order number, contract number and the month/year services were provided.
6. **Indemnification Clause:** Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the workers' compensation law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the indemnitee, be indemnified by contractor from and against any and all claims. It is agreed that contractor will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable. In consideration of the award of this contract, the contractor agrees to waive all rights of subrogation



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against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the contractor for the State of Arizona. This indemnity shall not apply if the contractor or subcontractor(s) is/are an agency, board, commission or university of the State of Arizona.

7. Insurance Requirements:

Contractor and subcontractors shall procure and maintain, until all of their obligations, including any warranty periods under this contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the contractor from liabilities that might arise out of the performance of the work under this contract by the contractor, its agents, representatives, employees or subcontractors, and contractor is free to purchase additional insurance.

- 7.1 **Minimum Scope and Limits of Insurance:** Contractor shall provide coverage with the limits of liability not less than those stated below:

7.1.1 Commercial General Liability - Occurrence Form

Policy shall include bodily injury, property damage, personal injury, broad form contractual liability and XCU coverage.

• General Aggregate	\$10,000,000
• Products - Completed Operations Aggregate	\$10,000,000
• Personal and Advertising Injury	\$10,000,000
• Blanket Contractual Liability - Written and Oral	\$10,000,000
• Fire Damage (any one fire)	\$ 500,000
• Each Occurrence	\$10,000,000

The policy shall be endorsed to include the following additional insured language: "The State of Arizona and the Arizona Department of Public Safety shall be named as additional insured's with respect to liability arising out of the activities performed by or on behalf of the contractor."

The policy shall contain a waiver of subrogation against the State of Arizona and the Arizona Department of Public Safety for losses arising from work performed by or on behalf of the contractor.

Policy shall be endorsed to include broad form property damage.



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7.1.2 Automobile Liability

Bodily injury and property damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

The policy shall be endorsed to include the following additional insured language:

"Arizona and the Arizona Department of Public Safety shall be named as additional insured's with respect to liability arising out of the activities performed by or on behalf of the contractor, involving automobiles owned, leased, hired or borrowed by the contractor."

7.1.3 Workers' Compensation and Employers' Liability:

Workers' Compensation	...	Statutory	
Employer's Liability	...	\$500,000	Each Accident
	...	\$500,000	Disease-Each Employee
	...	\$1,000,000	Disease - Policy Limit

The policy shall contain a waiver of subrogation against the State of Arizona and the Arizona Department of Public Safety for losses arising from work performed by or on behalf of the contractor.

This requirement shall not apply to: separately, each contractor or subcontractor exempt under A.R.S. §23-901, and when such contractor or subcontractor executes the appropriate waiver (sole proprietor/independent contractor) form.

7.2 Additional Insurance Requirements: The policies shall include, or be endorsed to include, the following provisions:

The State of Arizona and the Arizona Department of Public Safety wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the contractor, even if those limits of liability are in excess of those required by this contract.

The contractor's insurance coverage shall be primary insurance with respect to all other available sources.

Coverage provided by the contractor shall not be limited to the liability assumed under the indemnification provisions of this contract.

7.3 Notice of Cancellation: Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given



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to the State of Arizona. Such notice shall be sent directly to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638, and shall be sent by certified mail, return receipt requested.

- 7.4 **Acceptability of Insurers:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A-VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the contractor from potential insurer insolvency.

7.5 **Verification of Coverage:**

Contractor shall furnish the Arizona Department of Public Safety with certificates of insurance (Acord Form or equivalent approved by the State of Arizona) as required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the Arizona Department of Public Safety before work commences. Each insurance policy required by this contract must be in effect at or prior to commencement of work under this contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this contract shall be sent directly to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638. The contract number and description shall be noted on the certificate of insurance. The Arizona Department of Public Safety reserves the right to require complete, certified copies of all insurance policies required by this contract at any time. *Do not send certificates of insurance to the State of Arizona's Risk Management Section.*

- 7.6 **Subcontractors:** Contractors' certificate(s) shall include all subcontractors as insured's under its policies or contractor shall furnish to the Arizona Department of Public Safety separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

- 7.7 **Approval:** Any modifications or variation from the insurance requirements in this contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

- 7.8 **Exceptions:** In the event the contractor or subcontractor(s) is/are a public entity, then the insurance requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

8. **Warranty:** All items must agree with the manufacturers warranty and be guaranteed against defects in material and workmanship for a minimum of one year after state acceptance of items.



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9. **Defects:** All defective products shall be replaced and exchanged by the contractor. The cost of transportation, unpacking, inspection, re-shipping, or other like expenses shall be paid by the vendor. All replacement products must be received by the Arizona Department of Public Safety within thirty (30) days of initial notification.
10. **Documents:** Price lists, catalogs, etc., shall be provided upon request by the Arizona Department of Public Safety.
11. **Emergency Purchases:** The Arizona Department of Public Safety reserves the right to purchase from other sources those items and/or services which are required on an emergency basis and cannot be supplied and/or provided immediately by the contract vendor.
12. **Changes:** The Arizona Department of Public Safety reserves the right to make changes within the general scope of work as may be deemed necessary to best serve the interest of the state. Changes in compensation which may result from such revisions shall be documented by formal amendment to the contract.
13. **Alcohol and Weapons:** No alcoholic beverage of any type and no weapon of any type, make, model, shape and/or design shall be permitted on any Arizona Department of Public Safety property (land or building). Any contractor or contractor employee possessing any type of alcoholic beverage or any type of weapon on any Arizona Department of Public Safety property shall be immediately removed from the property and not be allowed future access.
14. **Questions:** Questions pertaining to the solicitation process shall be directed to Ms. Carol Wilson, Procurement Specialist, at (602) 223-2452.

Fax your response to: Carol Wilson, Procurement Specialist, at (602) 223-2944.

(NOTE: Responses due prior to 5:00 P.M. M.S.T. on June 11, 2004)

Please submit the attached Small Business - MBE/WBE Certification with your bid.

**SCOPE OF WORK**

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1. CONTRACT COORDINATOR


Mr. Ed Angles, Manager
Arizona Department of Public Safety (ADPS)
Facilities Maintenance Section
(602) 223-2644

2. PRE-BID INSPECTION

For contractors to have an opportunity to inspect all elevators listed in this contract, you must contact Mr. Ed Angles. No inspections will be conducted within five business days (Monday through Friday) of the bid opening date.

3. GENERAL INFORMATION AND REQUIREMENTS

- 3.1 The purpose of this contract is to provide monthly, routine and emergency elevator maintenance services for all ADPS elevators and dumbwaiters.
- 3.2 When the successful bidder is awarded this contract, no plea of ignorance of conditions that exist, or may hereafter exist, or of any difficulties that may be encountered in the execution of the tasks under this contract, will be accepted as an excuse for any failure or omission, on the part of the Contractor, to fulfill all requirements of this contract nor accepted as a basis for any claims for extra compensation.
- 3.3 Contractor shall provide qualified personnel to perform all monthly, routine and emergency maintenance services for all ADPS elevators and dumbwaiters. Contractor personnel shall be in direct employ of the Contractor.
- 3.4 Contractor shall furnish all labor, materials and equipment necessary to inspect, test, clean, lubricate, adjust, troubleshoot and repair all ADPS elevators and dumbwaiters listed in this contract. This requirement includes *all safety and firefighter service inspection and equipment tests*, plus any other inspections and equipment tests mandated by any federal, state, city and local statute, regulation, rule and/or code. All materials and equipment shall be of original manufacturer's design and specifications which conform to the most recently adopted edition of ANSI/ASME, A17.1 & A17.2 - The American National Standard Safety Code for Elevators and Escalators.
- 3.5 Contractor shall take such precautions as the ADPS determines to be reasonably necessary to protect lives, security and health of ADPS employees and visitors. The Contract Coordinator and/or Security personnel will notify the Contractor of any noncompliance with the foregoing provisions and any actions to be taken to protect lives, security and health of ADPS employees and visitors. Contractor shall, after receipt of such notice, immediately correct any condition where attention has been directed. If Contractor fails or refuses to promptly comply, the ADPS shall issue an order to stop any and/or all work and hold the Contractor in default.
- 3.6 Contractor shall establish and maintain an as-built record of all system modifications and these records shall be delivered to the Contract Coordinator upon termination of this contract.
- 3.7 Contractor shall coordinate all services with the Contract Coordinator and Security personnel. In addition, Contractor shall immediately notify the Contract Coordinator and Security personnel (at 602-223-2283) if any elevator requires shut-down.

	<p align="center">SCOPE OF WORK</p> <p align="center">RFQ #R9-4-043</p>	<p>Arizona Department of Public Safety 2102 W. Encanto Blvd. P.O. Box 6638 Mail Drop 1330 Phoenix, AZ 85005-6638 Phone: (602) 223-2452 Fax: (602) 223-2944 Page 10 of 15</p>
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- 3.8 Contractor employees shall not conduct personal or professional business outside contract requirements, or be accompanied/visited by any acquaintances/family members while on ADPS property.
- 3.9 Contractor employees must have a valid company identification card and driver's license on their person while on Arizona Department of Public Safety property.

4. SERVICE LOGS AND REPORTS

- 4.1 Contractor shall maintain an *accurate and complete log* of all work performed, including monthly service and inspection, *on display in each elevator equipment room*. The log shall include the service technician name, purpose of visit (monthly service and inspection, routine or emergency), date and time notified of a problem (if applicable) and the date and time work was started and completed. The log shall be used to verify compliance with all contract requirements.
- 4.2 Contractor shall provide Security personnel a copy of the service log used to indicate the amount of time spent and the specific work performed on each elevator during the monthly service and inspection.
- 4.3 Contractor shall provide Security personnel a written report for every emergency and routine service, stating the amount of time spent, the nature of the problem and the corrective action necessary to correct the problem.
- 4.4 No later than ninety (90) days after award of this contract, and every ninety (90) days thereafter, Contractor shall provide, to the Contract Coordinator, a written status report on each elevator. This requirement is in addition to the requirements set forth in Paragraph's 4.2 and 4.3.

5. ELEVATOR AND DUMBWAITER MAKES, MODELS AND SERVICE LOCATIONS

- 5.1 **Two (2) Dover Relay Hydraulic Passenger Elevators (both 3 Stop)**
State Headquarters Building
2102 W. Encanto Boulevard
Phoenix, Arizona 85009
- 5.2 **One (1) Dover Relay Hydraulic Passenger Elevator (2 Stop)**
Two (2) Matot Dumbwaiters (both 2 Stop)
Forensic Science Laboratory
2323 N. 22nd Avenue
Phoenix, Arizona 85009
- 5.3 **One (1) Montgomery Relay Hydraulic Passenger Elevator (2 Stop)**
Criminal Investigations Building
2339 N. 20th Avenue
Phoenix, Arizona 85009
- 5.4 **One (1) Dover Hydraulic Freight Elevator (2 Stop)**
Special Operation Unit
2010 W. Encanto Boulevard
Phoenix, Arizona 85009

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6. EMERGENCY AND ROUTINE SERVICES

- 6.1 Contractor shall have all resources necessary to respond within sixty (60) minutes of an emergency service and two (2) hours of a routine service.

6.1.1 An emergency service is defined as any situation in which injury and/or loss of life is imminent and/or substantial financial loss could result if the situation is not immediately corrected, and/or any other situation considered an emergency by the Contract Coordinator. For example, a person locked in an elevator is considered an emergency service. Contractor shall respond to any emergency service request within one (1) hour; twenty four (24) hours per day, seven (7) days per week, including holidays.

6.1.2 A routine service is defined as any situation, other than an emergency service or monthly service and inspection, that the Contract Coordinator has determined requires corrective action by the Contractor. Contractor shall respond to a routine service request within two (2) hours and only during business days and hours; Monday through Friday, between 8:00 a.m. and 5:00 p.m., excluding holidays. If service *begins and/or ends* any time between 8:00 a.m. and before 5:00 p.m., the routine service cost per person per hour shall apply.

- 6.2 In order to satisfactorily access damages when the ADPS may suffer a loss due to Contractors failure to implement services required by this contract, and the parties hereto realizing that it might be impossible to accurately compute or estimate the amount of loss by reason of such failure, Contractor hereby covenants and agrees to pay the ADPS for liquidated damages, without proof of actual or specific loss, the sum stated below (Paragraph's 6.2.1 and 6.2.2) for work required to be completed and is incomplete. Any sum which may be due the ADPS for such liquidated damages shall be deducted and retained from *any balance* due to the Contractor. Payment of liquidated damages shall in no event impair the obligation or liability of the Contractors surety to perform according to the terms of this contract.

6.2.1 Emergency Service: One hundred dollars (\$100.00) per hour past one (1) hour, twenty-four (24) hours per day, seven (7) days per week.

6.2.2 Routine Service: Fifty dollars (\$50.00) per hour past two (2) hours. Penalties apply to service incidents occurring between 8:00 a.m. and 5:00 p.m., Monday through Friday.

7. MONTHLY SERVICE AND INSPECTION REQUIREMENTS

- 7.1 Contractor shall perform one (1) monthly service and inspection for each elevator and dumbwaiter, during regular business days/hours; Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. Contractor shall spend a minimum of one (1) hour, per passenger/freight elevator, performing this monthly service and inspection.

- 7.2 During each monthly service and inspection:

7.2.1 Contractor shall clean, adjust and lubricate all equipment (as needed), examine all safety devices and governors to ensure proper operation, determine the nature and extent of any problems and make any repair(s) necessary to restore an elevator and/or dumbwaiter to satisfactory service.

**SCOPE OF WORK**

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- 7.2.2 Contractor shall clean, lubricate and adjust (as needed): machines, brakes, motors, generators, controllers, relay panels, selectors, leveling devices, operating devices, car switches, hoist-way doors, gate operating devices, interlocks and contacts, guide shoes and grooves, car door sills, car hangers, car doors and gates, signal systems, safety devices, governors, tension frames, sheaves, beams, bearings, hoist-way ropes, guide rails, counterweight frames, the top of a car, the bottom of platform and the machine room floor.
- 7.2.3 Machine stuffing box and bearing on motor operated brakes shall be re-packed, and gear cases and guide lubrications shall be refilled as needed.
- 7.2.4 All debris shall be removed from the elevator pit.
- 7.3 During each monthly service and inspection, all elevators shall be adjusted as necessary, to meet the following performance standards:
- 7.3.1 Floor-to-floor time, shall be determined from building parameters and shall be measured from the time an elevator car leaves a typical floor, travels one floor up or down, and the doors are 3/4 open.
- 7.3.2 Door times shall be in accordance with current standards.
- 7.3.3 Leveling accuracy *under all load conditions* shall be plus or minus three-eighths inch (3/8").
- 7.3.4 Elevator starting, acceleration, stopping and leveling shall be smooth and free from jars or bumps. Full speed riding shall be without swaying or vibration. Elevator and door operation shall be quiet. Stops made upon operation of Emergency Stop Switch shall be more rapid than a routine stop, but not violent. Door pressure shall be maintained below thirty (30) pounds in closing.
- 7.3.5 Contractor shall maintain elevator car speeds in accordance with original time settings. If actual performance time of an elevator does not correspond with its original time settings, Contractor shall adjust car speeds to meet original time settings, or as directed by Contract Coordinator.

8. ONE (1) TIME EVERY NINETY (90) DAYS

No later than ninety (90) days after award of this contract, and any subsequent contract extensions, Contractor shall conduct a no-load test, as well as a full-load/full-speed test, of all safety mechanisms, overhead speed governors, car and counterweight buffers. The car balance shall be checked electronically and the governor set. The governor shall be calibrated and sealed for proper tripping speed. All safety and service tests shall comply with all requirements of any applicable federal, state, city and local statute, regulation, rule and/or code. Testing shall be such as to permit the annual licensing of each elevator and dumbwaiter.

9. OTHER REQUIREMENTS - TOOLS, EQUIPMENT AND MATERIALS

- 9.1 All lubricants, cleaning supplies and tools necessary to perform the work described in this contract shall be furnished by the Contractor.
- 9.2 All lubricants shall be as recommended by the equipment manufacturer.
- 9.3 Contractor shall keep, in each equipment room, an adequate supply of contacts, switch parts, coils, conductors, springs, holders, registers, relays, condensers, tubes, transformers, call and hall buttons, fuses, and other parts which are required for prompt replacement, together with an adequate supply of lubricants.

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- 9.4 Contractor shall certify that major machine components such as motor elements, machine assemblies, worms and gears and other special parts, not stocked locally, can be delivered within seventy two (72) hours should an emergency warrant, or provide documentation to the Contract Coordinator, stating the reason for late delivery. Any such deliveries shall, however, be at no additional cost to the ADPS.

10. WORK EXCLUDED FROM THIS CONTRACT

Repairs required due to negligence, accident or misuse of equipment by anyone other than the Contractor, its employees, subcontractors, servants or agents, or other causes beyond Contractors control *except ordinary wear*. Repairs or replacement of building items, such as hoist-way or machine room walls and floors, car enclosures, car finish, floor material, hoist-way entrance frames, doors, sills and telephone equipment. Mainline and auxiliary disconnect switches, fuses and feeders to control panels. Equipment room and elevator car illumination. Hydraulic elevator underground piping and cylinder. Refinishing of the car interior and hoist-way door/frame exterior.

11. ASSURANCES

The Contract Coordinator and/or Security personnel are the representatives to communicate with and receive instructions from the Contractor. The Contract Coordinator and/or Security personnel shall promptly notify the Contractor of any change in the usual operating conditions. ADPS shall provide reasonable means of access to all equipment. ADPS shall not make additions, alterations, repairs or adjustments to any elevator and related equipment without notifying the Contractor in advance.

12. PROPRIETARY ITEMS

Upon conclusion of this contract, Contractor shall furnish, at no additional cost, all current wiring diagrams, manuals, all proprietary tools and software owned by the ADPS. Proprietary equipment, tools and software shall be defined as those items that are provided or distributed solely by the manufacturer or with the permission of the manufacturer or the sale or distribution as restricted or limited by the manufacturer.

**PRICE SHEET**

RFQ #R9-4-043

2102 W. Encanto Blvd.
P.O. Box 6638 Mail Drop 1330
Phoenix, AZ 85005-6638
Phone: (602) 223-2452
Fax: (602) 223-2944
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Bidder must include a price for all items listed on this price sheet

MONTHLY SERVICE AND INSPECTION:

	<u>Elevator Make, Model & Location</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
1.	Dover Relay Hydraulic Elevator (3 Stops) State Headquarters	\$ _____	\$ _____
2.	Dover Relay Hydraulic Elevator (3 Stops) State Headquarters	\$ _____	\$ _____
3.	Dover Relay Hydraulic Elevator (2 Stops) Forensic Science Laboratory	\$ _____	\$ _____
4.	Matot Dumbwaiter (2 Stops) Forensic Science Laboratory	\$ _____	\$ _____
5.	Matot Dumbwaiter (2 Stops) Forensic Science Laboratory	\$ _____	\$ _____
6.	Montgomery Relay Hydraulic Elevator (2 Stops) Criminal Investigations Building	\$ _____	\$ _____
7.	Dover Hydraulic Freight Elevator (2 Stops) Special Operation Unit	\$ _____	\$ _____
TOTALS		\$ _____	\$ _____
		(Add line items 1-7 above)	(Add line items 1-7 above)

EMERGENCY AND ROUTINE SERVICE

- Cost, per person, per hour, to provide additional emergency services as defined in Scope of Work, Paragraph 6.1.1. \$ _____/Person/Hour
- Cost, per person, per hour, to provide additional routine services as defined in Scope of Work, Paragraph 6.1.2. \$ _____/Person/Hour

ADDITIONAL AND/OR REPLACEMENT PARTS & COMPONENTS NOT COVERED IN THE SCOPE OF WORK

- Percent of discount off the manufacturer's suggested list price for any additional or replacement parts & components. *A copy of the manufacturer's suggested list price will be required at the time of each invoice.* _____ Percent Discount
 - Percent of mark-up over the actual manufacturer's cost for any additional or replacement parts & components where the manufacturer does not publish suggested list prices. *A copy of the actual dealer invoice will be required at the time of each invoice.* _____ Percent Mark-Up
- _____ % Tax
(parts only)

Bidder must include a price for all items listed on this price sheet



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SMALL BUSINESS CERTIFICATION

In accordance with A.R.S. §41-2535 and A.A.C. R2-7-335, except where practicable, and as provided for under these rules, this purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned/operated, is not dominant in the type of business it conducts and which employs fewer than 100 full-time employees OR which had gross receipts of less than \$4 million dollars in its last fiscal year. By checking the appropriate line shown below, offeror certifies whether it is a small business as defined in this paragraph. If you need assistance in identifying yourself as a small business, call 1-800-542-5684.

If you do not meet the small business definition, please check the applicable line shown below. Under certain conditions outlined in the above referenced rules, DPS may waive the small business requirement.

_____ Does meet small business definition.

_____ Does not meet small business definition.

MINORITY OR WOMEN OWNED BUSINESS

Please indicate below if your business qualifies as a minority or women owned business. This status is defined as being at least 51% minority or women owned.

_____ Yes

_____ No

(NOTE: Please submit this document with your offer.)